

**ACADEMIC RULES and REGULATIONS**

**for**

**EXECUTIVE MASTER'S PROGRAMMES**

**(FOR THE AWARD of EXECUTIVE M.TECH DEGREE)**



**COEP Technological University (COEP Tech)**

[A Unitary Public University of Government of Maharashtra]

Shivajinagar, Pune- 411 005 Maharashtra State, India

**[Applicable with effect from Academic Year 2022-23]**

## **1. Short Title and Commencement**

- (a) These Regulations shall be called the “COEP Technological University Regulations for the Award of Executive M.Tech Degree”.
- (b) They have been evolved, drafted, and implemented after deliberations in and approvals from the Academic Council and the Board of Governance of the University and are subject to change/modifications from time to time; (major modifications at a frequency of FOUR years in synchronization with the Curriculum Structure revision and minor changes as and when applicable)
- (c) The latest revised version shall be applicable for students enrolling for all the Executive M.Tech Programmes at the University from the Academic Year 2022-23.

## **2. Definitions**

- (a) UGC: University Grants Commission
- (b) AICTE: All India Council of Technical Education
- (c) Government: Government of Maharashtra
- (d) University: COEP Technological University (COEP Tech), Pune
- (e) Board: Board of Governance of the University
- (f) VC: Vice Chancellor of the University
- (g) Authority: means the Government or University or Board or Vice Chancellor, as applicable
- (h) School: a School of studies maintained and managed by the University
- (i) Department: A department established by the University for teaching a particular programme for Under Graduate, Post Graduate, and/or Ph.D
- (j) Academic Council: the apex Academic Body/platform of the University
- (k) DBEE: Director- Board of Examinations and Evaluation
- (l) Dean: Dean of a School in the University
- (m) BoS: Board of Studies of a specific Department under a School of the University
- (n) HoD: Head of the Department of a specific Department under the School of the University
- (o) Academic Year: the year beginning from 1st July to 30th June the following year
- (p) M.Tech: Mater of Technology, a Post Graduate Degree awarded by the University
- (q) Course: An individual teaching subject typically lasts in a semester
- (r) CIE: Continuous In-semester Evaluation

- (s) ESE: End Semester Examination
- (t) DPPC: Departmental Postgraduate Programme Committee, a sub-committee of BoS to plan and implement policies for Executive M.Tech programmes;
- (u) Prescribed: prescribed by these or any other Regulations of the University from time to time;
- (v) Programme: a combination of courses and/or requirements to be completed that lead to a degree or certificate.
- (w) Regulations: Regulations of COEP Technological University for the Award of Executive M.Tech Degree;

### **3. Preamble**

Today's industry requires skilled manpower with sound conceptual understanding along with practical oriented learning in the recent technologies. The Executive M.Tech programmes have been designed by COEP Technological University, in collaboration with relevant industries in the areas of mutual interest. These programmes aim at the working professionals in the industries to provide maximum flexibility, smooth and orderly conduct of the academic programmes without compromising on their rigor. It is expected that these regulations will enable the students to take advantage of the various academic opportunities at the University and prepare themselves to face the challenges in their professional careers ahead. It may be noted that:

- (a) The regulations made herein shall apply to only the executive M.Tech Programmes offered at the University, at present;
- (b) Academic and non-academic requirements prescribed by the Academic Council have to be fulfilled by the students for eligibility for the Award of Executive M.Tech degree.

### **4. Admissions**

- (a) The University shall admit students as per the intake capacity of each programme for doing the Executive M.Tech programme based on strictly following the eligibility criteria of each programme.
- (b) The intake capacity and the exact eligibility criteria of each programme shall be proposed by the Department offering the programme, recommended by the concerned School, resolved by the Academic Council and approved by the Board of Governance.
- (c) The bare minimum requirements for admission shall be:
  - I. Should have a minimum B.E/B.Tech/(3+2 years) Masters in the relevant

discipline.

- II. Should be a working professional with at least one year of experience in the current organization, which is a relevant industry in the programme study.
- III. A minimum of 60% marks or a minimum Cumulative Grade Point Average (CGPA) of 6.5 on a scale of 0-10 over the entire duration of the undergraduate programme.

- (d) Candidates desirous of taking admission should apply in the prescribed application form through the proper channel wherever applicable before the due date as indicated in the notification issued by the University from time to time.
- (e) Admission to the executive programmes will be through a two-stage process: A written entrance test named as Executive M.Tech Programme Entrance Test', (EMPET) and a Personal Interview (PI). The applicants having a valid and qualified Graduate Aptitude Test for Engineering (GATE) score will be exempted from appearing for the EMPET test.
- (f) The questions in the EMPET test shall be based on logical reasoning, elementary mathematics and elementary programming.
- (g) A non-zero positive percentile score and the intake capacity of each programme decides the number of candidates qualifying for EMPET test. At the maximum, the twice number of candidates of intake capacity of the programme who have scored a non-zero positive percentile shall successfully qualify for the EMPET test and shall be called for the Personal Interview.
- (h) The University reserves the right to revoke the admission made to a student if it is found at any time after admission that he/she does not fulfill all the requirements stipulated in the offer of admission to the Executive M.Tech programme as laid down by the Authority.
- (i) The University also reserves the right to cancel the admission of any student and discontinue his/her studies at any stage of studentship for unsatisfactory academic performance and/or undisciplined conduct. Also, in the case the student wants to cancel his/her admission due to any personal reasons, at any juncture, he/she shall need to apply through a proper channel (Faculty Advisor/Department Level Respective Programme Coordinator → Respective HoD → Dean of the Concerned School → Vice Chancellor), with the application. The admission shall be canceled after obtaining 'NO-DUES' from ALL relevant sections of the University, as per the norms.

## **5. Academic Calendar**

- (a) Each Academic Year for the Executive M.Tech programme shall be flexible enough to

include two semesters, each of 20 weeks, viz., odd semester and even semester to ensure that a minimum of 180 academic working days are available during the Academic Year.

- (b) The academic activities in a semester shall normally include course registration, teaching-learning process comprising of course works, Continuous In-semester Evaluation (CIE), dropping/withdrawal from courses, End Semester Examination (ESE), declaration of ESE results, Re-examination and declaration of Re-examination results.
- (c) The University shall announce the schedule for all the academic activities well before the commencement of the Academic Year and take all the necessary steps to follow them scrupulously.

## **6. In-campus Residence**

- (a) There students admitted for the Executive M.Tech programme will not be eligible for the hostel accommodation

## **7. Code of Conduct and Discipline**

- (a) All students shall be required to conduct themselves in a manner befitting the students of a national institution of high reputation, within and outside the precincts of the University.
- (b) Unsocial activities like ragging in any form shall not be tolerated within or outside the precincts of the University and the students found indulging in them shall be dealt with severely and dismissed from the University as per the rules set by the Authority.
- (c) The following additional acts of omission and/or commission by the students within or outside the precincts of the University shall constitute a gross violation of the code of conduct punishable as indiscipline:
  - I. Lack of courtesy and decorum, as well as indecent behavior.
  - II. Willful damage of the property of the University or of fellow students.
  - III. Possession/consumption/distribution of alcoholic drinks and banned drugs.
  - IV. Mutilation or unauthorized possession of library material, like. Books.
  - V. Noisy and unseemly behavior, disturbing the peace in the University.
  - VI. Hacking in computer systems, either hardware or software or both.
  - VII. Any other act considered by the University as of gross indiscipline.
- (d) In each case above, the punishment shall be based on the gravity of the offense,

covering from reprimand, levy of fine, expulsion from Hostel, debar from the examination, rustication for a period, to outright expulsion.

- (e) The reprimanding authority for an offense committed by students in the Department or the classroom shall be the Head of the concerned Department.
- (f) In all the cases of offenses committed by students in jurisdictions outside the purview of Clause (e), the Director-Board of Student's Development shall be the Authority to reprimand them.
- (g) All major acts of indiscipline involving punishment other than mere reprimand shall be considered and decided by the Chairman of the Students Disciplinary Committee appointed by the Academic Council.
- (h) All other cases of indiscipline of students, like the adoption of unfair means in the examinations shall be reported to the Director-Board of Examinations and Evaluation, for taking appropriate action and deciding on the punishment to be levied. Guidelines for unfair means/malpractices during examinations are described in detail in Section 14.
- (i) In all the cases of punishment levied on the students for any offense committed, the aggrieved party shall have the right to appeal to the Vice Chancellor, who shall constitute appropriate Committees to review the case.

## **8. Programme Duration**

- (a) The duration of the Executive M.Tech Programme for a student to complete the academic requirements of the prescribed credits (68 credits as applicable for 2022-23 admitted students) at the University and qualify for the award of a Degree by the University shall be normally of 6 semesters, i.e. 3 Academic Years.
- (b) Academically weaker students shall be encouraged to conduct their studies at a slower pace and complete their Executive M.Tech Degree requirements in more than 6 semesters. The maximum duration for the course completion shall be of 10 semesters, i.e. 5 Academic Years from the first date of registration into the University.
- (c) Clause (b) above shall apply to two types of students at the University:
  - I. Those who wish to complete the Executive M.Tech Degree requirements comfortably without encountering failure in any course;
  - II. Those who failed to complete the due credits of a particular semester and went on to accumulate backlogs.
  - III. Those who wish to avail of a temporary withdrawal from the Programme after receiving approval from the Authorities. The details about this clause are given in

## Section 17.

- (d) In all the cases above (c), a student shall have to complete the Executive M.Tech Degree Programme requirements of the prescribed credits within 10 semesters, ie. 5 Academic Years. Failure to complete the Executive M.Tech Degree Programme requirements by any student in this period shall lead to the cancellation of his/her admission to the University forthwith.
- (e) A student shall not be awarded an Executive M.Tech Degree if the Cumulative Grade Point Average (CGPA) at the end of the programme is less than 5. For such students, the Performance (CGPA) Improvement Scheme is recommended wherein the student is eligible to take any three courses for improvement. The details about the Performance (CGPA) Improvement Scheme are given in Section 20.

## 9. Course Structure

- (a) Each course offered in the Executive M.Tech programme curriculum at the University shall be listed by using a certain alphanumeric course code in which the first set being letters and the remaining being numerals, as follows:
- i. The first set of letters to represent the Programme of a specific Department offering the course in abbreviated form, e.g., DS for Data Science;
  - ii. The next set of numerals follow to represent the year of the programme;
  - iii. The next set of numerals represents the Course Number allotted for the course by the Department, i.e., 01, 02, 03, up to 99;
  - iv. Thus, as an example, courses offered at the Department of Computer Engineering in the year 2022 shall be listed from CT-2201 up to CT-2299;
- (b) All the theory and laboratory courses in the Executive M.Tech curriculum will have 1-5 credits. A student shall acquire these credits after he/she completes its teaching-learning-evaluation process successfully.
- (c) The assignment of credits to course works shall follow the well-accepted practice at leading institutions, with one credit being defined to mean:
- Theory/Lecture course conducted for one hour per week in a semester.
  - Tutorial conducted for one hour per week in a semester.
  - Laboratory/Practical conducted for two/three hours per week in a semester.
  - Dissertation work conducted for two hours per week in a semester.
- (d) Each student of the Executive M.Tech programme shall be required to earn a total of prescribed credits respectively during his/her studentship at the University to qualify for the Executive M.Tech Degree award.

- (e) Each student shall register for specifically prescribed credits per semester as per the respective Executive M.Tech Programme during his/her studentship at the University. The exact number of credits to be registered by a student in a semester in a particular Department shall be decided by his/her Faculty Advisor based on the student's academic performance in the preceding semesters.
- (f) The medium of instruction for coursework and examinations at the University shall be English.
- (g) The course work for the Programme shall be broadly divided into NINE main course groups, as follows:
- Program Specific Mathematics Course (PSMC)
  - Program Specific Bridge Course (PSBC)
  - Mandatory Learning Courses (MLC)
  - Self Learning Courses (SLC)
  - Skill Based Courses (SBC)
  - Department Elective Courses (DEC)
  - Professional Core Courses (PCC)
  - Laboratory Courses (LC)
  - Massive Open Online Courses (MOOC)
- (h) The DPPC of the concerned department shall be responsible for designing and planning the curriculum and syllabi for all the courses included in the Programme for approval by the Academic Council. However, the Dean of the School along with the respective Heads of the Departments shall be in charge of the University-wide implementation of the course works, timetables and related requirements of the Programme.
- (i) The theory lectures and practicals shall be arranged in a hybrid (online/offline) mode and the assessments will be conducted in-person.
- (j) The Dissertation work shall be spanning two semesters. A student shall opt to carry out the Dissertation work at the University or the parent Industry.

## **10. Course Registration for the Semester**

- (a) At the beginning of the first semester of the Executive M.Tech Programme, every student shall be required to register his/her profile on the Institute MIS portal and every student shall be allocated a unique Permanent Registration Number (PRN), which shall be used to identify a student at any time.
- (b) Each Department shall assign Faculty advisors, one for each academic programme for



all of its students taken together and a set of faculty mentors (one mentor for a group of 20 students in a class) and update the Dean of the School with the lists of faculty advisers and mentors. The responsibilities of the Faculty Advisors/mentors shall include helping the students in planning their course work and other academic activities at the Department and to regularly monitoring and advising them on their academic and other performance at the University till they successfully roll out of the University.

- (c) Each student shall be required to register for the course works by following the advice of the Faculty Mentor at the commencement of each semester on the day fixed for semester credits registration as notified in the Academic Calendar.
- (d) Only those students shall be permitted to register for course works who have:
  - I. Cleared all dues of the University and Library including fines (if any) of the previous semester.
  - II. Made all the required advance payments towards the University dues for the current semester before the closing registration date.
  - III. Not been debarred from registration of courses on any other specific ground.
- (e) Students who fail to register for the course works on the notified date may be permitted by the Dean of the School for late registration till the last date of registration announced in the Academic Calendar after payment of an additional late registration fee fixed by the University.
- (f) ESE shall be conducted once for a course in the main semester, but to give an opportunity to failed students, the Re-examination shall be conducted after every main semester on the dates announced in the Academic Calendar.
- (g) A student shall have the possibility to drop a course in the middle of a semester as per the Academic Calendar, without mention in the Semester Grade Report, with the concurrence of the Faculty Advisor and after intimating the concerned course in-charge Faculty(s) and the Examination Cell. However, it shall not be possible for a student to register for an alternative course in place of the dropped course in that semester.

## **11. Attendance**

- (a) Each student shall be required to attend at least 75 percent of all the conducted classes like lectures, tutorials, laboratories, studios and workshops for being permitted to attend the end semester examination. A student who has not attended a minimum 75% of all the conducted classes shall be declared as detained for the course(s) and shall not be permitted to attend the End Semester Examination.

- (b) Students desirous of continuous leave of absence for less than two weeks during a semester shall apply for it in advance to the Head of the Department providing reasons and supporting documents, if any and get it approved.
- (c) Continuous absence due to illness or any other reason for a period less than two weeks in a semester, for which a student could not make a prior application, may be condoned by the Head of the Department after proper verification.
- (d) The Dean of the School shall be the Authority for sanctioning the leave of students outside clauses (b) and (c) above, after receiving their applications along with recommendations of the Heads of Departments.
- (e) In the case of the long absence of a student in a semester with prior approval or otherwise, the Dean of the School shall decide whether the student be asked to withdraw from the Programme for that semester.
- (f) In all the cases of leave of absence as per Clauses (b)-(c) above, the period of leave taken shall not be condoned for the purposes of fulfilling the attendance requirements stipulated in Clause (a).
- (g) Not more than 15 days of leave shall be permitted to an Executive M.Tech student in an Academic Year.

## 12. Grading System

- (a) The University shall follow the award of letter grades and the corresponding grade points to the students based on their performance at the end of every semester, as given in Table 1.

**Table 1: Letter Grades and Grade Points**

Grade	Grade Points
AA	10
AB	9
BB	8
BC	7
CC	6
CD	5
DD	4
FF	0

- (b) In addition to the grades given in Table 1, the instructors shall use a transitional grade 'I' as described in Clause (h) here.

(c) A student is considered to have completed a course successfully and earned the credits if the student secures a letter grade other than Grade 'I' or Grade FF in that course. Letter grade FF in any course implies failure in that course.

(d) A *Semester Grade Point Average* (SGPA) shall be computed for all the students in a Department for each semester, as follows:

$$SGPA = \frac{(C_1 * G_1 + C_2 * G_2 + C_3 * G_3 + \dots + C_n * G_n)}{(C_1 + C_2 + C_3 + \dots + C_n)}$$

where,  $n$  is the number of courses registered during the semester,  $C_j$  is the number of credits allotted to a particular course and  $G_j$  is the grade points corresponding to the grade awarded to the student for the course.

(e) A *Cumulative Grade Point Average* (CGPA) shall be computed for all the students in a Department at the end of each semester by taking into consideration their performance in the present and the past semesters as follows:

$$CGPA = \frac{(C_1 * G_1 + C_2 * G_2 + C_3 * G_3 + \dots + C_m * G_m)}{(C_1 + C_2 + C_3 + \dots + C_m)}$$

where,  $m$  is the number of courses registered up to that semester,  $C_j$  is the number of credits allotted to a particular course and  $G_j$  is the grade points corresponding to the grade awarded to the student for the course.

(f) Whenever, a student repeats or substitutes a course in any semester, the lower of the two grades obtained by him/her in the course shall be ignored in the computation of CGPA from that semester onwards and the students shall be given the benefit of a higher grade.

(g) Both the SGPA and CGPA shall be rounded off to the second place of decimal and recorded as such for ease of presentation. Whenever the CGPAs are to be used for the purpose of determining the merit ranking in a group of students, only the rounded off values shall be made use of.

(h) The transitional grade 'I' shall be awarded in two cases:

- I. If a student has satisfactory attendance in the classes, have satisfactory performance in all components of the Continuous In-semester Evaluations (minimum 30% in T1 and T2, put together), but absent in End Semester Examinations due to convincing genuine reasons (as explained in clause (r) in Section 13).
- II. Not having sufficient progress to submit the Dissertation work (as explained in clause (w) in Section 13).

(i) When a student gains the grade 'I' for any course during a semester, the SGPA for

that semester and the CGPA at the end of that semester shall be tentatively calculated ignoring the 'I' graded course(s). The SGPA and CGPA for that semester shall be finally recalculated after conversion of grade 'I' to appropriate grade as obtained after passing the respective courses.

### 13. Performance Assessment

- (a) There shall be an assessment evaluation of all the students attending a course, like a lecture course, Laboratory/Tutorial course. This evaluation shall be done in two parts, as follows, both being important in assessing the students' performance and achievement in the particular course:
- I. **Continuous In-semester Evaluation (CIE):** normally conducted by the in-charge faculty of the course all through the semester. This shall include mid-term tests: Test 1/Test 2, weekly/fortnightly class tests including surprise tests, homework assignments, flip class discussions, problem solving, group discussions, quiz, seminar, mini-project and other means. The in-charge faculty of the course shall declare the detailed examination/evaluation scheme for conducting the various segments of CIE and their weightages at the beginning of the semester.
  - II. **End Semester Examination (ESE):** conducted by the course in-charge Faculty, preferably jointly with an external examiner; this shall include a written examination for theory courses and practical/oral examination with for laboratory courses.
  - III. The University shall maintain a high standard in both CIE and ESE assessments and ensure the declaration of final results of the courses attended by a student in a semester before the end of the semester as per the Academic Calendar.
- (b) CIE and ESE shall have 40:60 weightage. Performance of a student in a course shall be judged by considering the results of CIE and ESE together.
- (c) While the conduction of CIE for a course shall be the responsibility of the in-charge faculty of the course and the Department concerned, ESE shall be organized centrally by the Examination Cell of the University. The records of both CIE and ESE shall be maintained by the Examination Cell.
- (d) Question Papers: For being able to conduct achievement testing of the students in an effective manner, a good question paper shall be used as the principal tool, making it

necessary for the question papers at CIE and ESE to:

- i. Cover the sections of the course syllabus uniformly.
  - ii. Be unambiguous and free from any defects/errors.
  - iii. Emphasize knowledge testing, problem solving and quantitative methods.
  - iv. Contain adequate data/ other information on the problems assigned.
  - v. Have clear and complete instructions to the students.
  - vi. Be set taking into consideration Bloom's Taxonomy and align the questions to one or more Course outcomes (COs) as per the philosophy of Outcome based Education (OBE).
- (e) There shall be two types of questions to be set by the in-charge faculty of the course for the question paper at both CIE and ESE, viz.,
- i. **Multiple Choice Questions**, having each question to be answered by tick marking the correct answer from the choices (commonly four) given against it. Such a question paper shall be useful in the testing of knowledge, skills, comprehension, application, analysis, synthesis, evaluation and understanding of the students. Usually, no more than 15 - 20% of the questions in a paper for CIE or ESE shall be of this type.
  - ii. **Comprehension Questions**, having all questions of the regular type to be answered in detail. Such a question paper shall be useful in the testing of overall achievement and maturity of the students in a course, through long answer questions relating to theoretical/practical knowledge, derivations, problem solving and quantitative evaluation.
  - iii. The guidelines mentioned in 'i' and 'ii' are indicative of minimum standards of evaluation. However, the Instructors are encouraged to follow innovative schemes of evaluating the students for CIE, after its intimation to the students well in advance.
- (f) CIE shall be conducted exclusively by the course in-charge Faculty, who shall spell out the components of CIE in advance, maintain transparency in its operation and declare the evaluation results in time as notified in the Academic Calendar. The in-charge faculty of the course shall also show the assessed answer scripts to the students before submission of the final marks to the Director-Board of Examinations and Evaluation. The in-charge faculty of the course shall also solve the questions asked in the tests at the tutorial sessions for the benefit of weak students.
- (g) For a MOOC course, the performance assessment shall be conducted in a blended mode. 70% marks shall be taken from the NPTEL assessments (Assignments (40%)

and final certification exam (30%)) and 30% marks shall be taken from the Institute assessments which shall be conducted in the form of orals or ESE.

- (h) Attendance for all examinations, both CIE and ESE of each course shall be compulsory for the students. Absence in any CIE tests shall be automatically led to awarding zero marks for the respective test. Absence in ESE [except in case of 12(i) (i)/(ii)] shall be automatically led to the award of grade FF in that course. (Also refer clause (s) in Section 13.)
- (i) Students having the following deficiencies shall not be permitted to attend the ESE/Re-Examination/Summer Term:
  - I. Disciplinary action by the University pending against him/her.
  - II. Failure to meet the standards of attendance prescribed.
- (j) The question papers, particularly at ESE, shall be set covering the entire syllabus and the students shall be given an opportunity to answer questions from the full syllabus of the course by restricting their choice out of each unit in the syllabus. For this to be realized, the course syllabi shall be well drafted, be defect-free and properly unitized (or modularized) to enable the distribution of questions in the question papers to cover the whole syllabus. These aspects shall have to be considered, in particular, by the DPPC of the concerned department. The ESE question paper should not have more than 20% choice.
- (k) ESE shall be preferably conducted jointly by the in-charge faculty of the course and an external examiner appointed for this purpose by the University. In this case, considering the tight time schedule for the various tasks connected with ESE, the external examiner shall be associated with the in-charge faculty of the course only in the setting of the question paper or conducting the oral examinations.
- (l) The answer scripts of ESE shall be evaluated by the in-charge faculty of the course /External Examiner as may be the case. The in-charge faculty of the course shall also show the assessed answer scripts to the students before submission of the final marks to the Director-Board of Examinations and Evaluation.
- (m) The passing standard/threshold for each of the courses shall be minimum 30 marks from the CIE and ESE scores taken together. For the relative grading, the minimum total final passing score of marks may vary from course to course, but in extreme cases, the minimum may be limited to 30 marks.
- (n) The concerned in-charge faculty of the course shall also be responsible to award letter grades and to submit the final results of the course to the Director-Board of Examinations and Evaluation through the Head of the Department before the last

date as notified in the Academic Calendar.

- (o) A student who is detained in a course shall be receiving FF grade with a \* mark indicating that he/she was detained in the specific course.
- (p) The Transitional Grade 'I' shall be awarded by the in-charge faculty of the course for a course(s), if a student has satisfactory attendance at the classes and performance in other CIE components of assessment (sum of marks obtained for all CIE components is greater than or equal to 30% put together), but absence in ESE in a semester for valid and convincing reasons acceptable to the Department.
- (q) Exemptions in case of a student being absent in CIE tests or end semester examinations shall be permitted by ensuring the gravity and genuineness of each case.
  - I. The genuine reasons to be absent in CIE tests or ESE shall include:
    - i. A student having ill health or other emergency medical reasons which disables him/her from appearing at the examination.
    - ii. A calamity in the family (Death of a parent or sibling, a serious illness involving a serious heart, brain or kidney disease, any kind of cancer, or a major operation of a parent) at the time of the examination, which required the student to be away from the University.
    - iii. Representing University in University/ State/ National/ International competitions of repute.
  - II. The following are not adequate reasons to be absent in CIE and ESE:
    - i. Family functions (social or religious), illness of family members, participation in student activities such as organizing functions or raising money, preparing for other examinations, or searching for jobs, etc.
  - III. The student shall be required to intimate the reasons for absence to the Faculty Advisor on or before the day of CIE Test/ESE through a proper channel. Later, an application recommended by the Faculty Adviser and HoD must be submitted to the Dean of the School within 7 days of the scheduled CIE test/ESE. Applications received after this period shall not be entertained. In the case of a student representing the University at a national level competition, prior permission has also to be taken from Dean Student Affairs. In the case of medical reasons, a student shall be required to submit the relevant proofs (Prescription and medical certificate from the Registered Medical Practitioner, Medicine purchase bill etc.). A committee comprising of Faculty Advisor, HoD and Dean of the School shall decide whether to permit for re-test/re-examination based on the gravity and genuineness of each case.

- IV. A student shall be permitted for a Re-test for only one of CIE components, not for more than one. The in-charge faculty of the course shall decide to give a Re-test or an assignment for the missed CIE within 10 days of the scheduled CIE tests.
  - V. A student who was absent in ESE and awarded 'I' Grade for such course(s) after receiving permission to attend Re-examination, the student shall be awarded the grade as gained in the Re-examination and the new SGPA is re-calculated based on the gained grade in the Re-examination.
- (r) In order to express course-wise learning experience of a student, the University announces the participation of each student in academic feedback twice during every semester. The two feedbacks are known by the 'Mid-Semester Student's Feedback' and the 'End Semester Student's Feedback' and their schedule shall be announced in the Academic Calendar.
- (s) The hall tickets for examinations practiced at the University assure the students which examinations of which courses they shall be eligible to appear for. It is mandatory for a student to present the Hall ticket for the CIE assessments and the End Semester Examinations.
- (t) The students shall be allotted the hall tickets only if they have given the Mid-Semester Student's Feedback before the Test 2 and End Semester Student's Feedback before the ESE.
- (u) Evaluation of Dissertation work:
- I. The Dissertation work shall be conducted in two stages, spread over two consecutive semesters respectively; as the case be, based on the curriculum prescribed for the Executive M.Tech Programme.
  - II. Every student shall be assigned a Dissertation Supervisor in the beginning of the Dissertation Stage-I. No change in the Dissertation supervisor shall be allowed without the consent of the Chairman, DPPC of the concerned department.
  - III. The Dissertation Supervisor shall submit a request for change of Supervisor to the DPPC Chairman of the concerned department stating the reasons for the change request. DPPC Chairman shall forward the application with his/her recommendations and name of the new proposed supervisor to the Dean of the School for the permission. Dean of the School in consultation with the Vice Chancellor of the University shall approve such applications.
  - IV. In case if the Dissertation work shall be carried out at a parent Industry of the



candidate, there shall be an additional supervisor assigned by the parent Industry.

- V. If the parent Industry has any Intellectual Property Rights concern, the various norms shall be stated clearly in the Memorandum of Understanding (MoU) signed between the University and the parent Industry.
- VI. The evaluation of the Dissertation work shall be based on the work assigned by the Dissertation Supervisor(s), Dissertation Presentation Examination, Dissertation report and assessment by Dissertation Evaluation Committee. Dissertation Presentation Evaluations shall comprise of a Mid Semester Evaluation and End Semester Evaluation and both the evaluations shall be carried out at the concerned department itself.
- VII. At the end of the first stage, the student shall be required to submit a preliminary report of the work done as part of evaluation before a prescribed date to the Dissertation Supervisor(s) and present the same before an Internal Dissertation Evaluation Committee. This shall be followed by taking up the second stage of work in the following semester.
- VIII. Before submission of the report at each stage, the plagiarism check of the report must have been carried out and should fall below 20% to become eligible to be considered for evaluation. While submitting for evaluation, the reports of each stage shall be accompanied with original report of the antiplagiarism software approved by the Dean of the School or authorities, an undertaking from the student and a certificate from the Guide/Supervisor attesting to the originality of the work, vouching that there is no plagiarism and any other academic dishonesty and that the work has not been submitted for the award of any other degree/diploma of the same Institution where the work was carried out, or to any other institution.
- IX. Before the submission of the final dissertation for adjudication, the student shall present at least one research paper in a national/ international conference/ seminar of Scopus Indexed in nature organized by a Research Organization/another University/Institute of higher academic eminence/COEP Tech itself or shall submit at least one research paper in the refereed journal without having publication charges and must receive communication from the publisher/editor. The student shall produce evidence for the same in the form of presentation certificates and/or /communications/reprints/ acceptance letters from the publisher/editor. Guidelines for research publications issued by the

University, from time to time will be followed. This is applicable only for dissertation works of at least one Academic Year long duration.

- X. The attendance is mandatory at the respective premises at University/Industry.
- XI. The Director-Board of Examinations and Evaluation shall receive a panel of names as identified as the External Dissertation Evaluation Committee for a student from the DPPC Chairman of the concerned department at least four weeks before the submission of the second stage of Dissertation work. In case if the Dissertation work is carried out at the parent Industry of the candidate, one of the members of the External Dissertation Evaluation Committee shall be from the Industry if stated in the MoU.
- XII. A student shall submit three unbound, typed copies of the Dissertation report (one for each examiner), prepared according to the prescribed format required by the Department at least two weeks before the date of the Dissertation Presentation Examination.
- XIII. The Department shall record the date of submission of the Dissertation report and arrange to send copies of the same to the External Dissertation Evaluation Committee within a few days before the date fixed for the Dissertation Presentation Examination. The department Dissertation coordinator shall notify the date of the Dissertation Presentation Examination to the External Dissertation Evaluation Committee and also to the student, with a copy marked to the Director-Board of Examinations and Evaluation. Then the Dissertation report shall be evaluated by the Dissertation Evaluation Committee and the result shall be submitted to the Dissertation Coordinator, who in turn shall forward it to the Director-Board of Examinations and Evaluation.
- XIV. On successful completion of the Dissertation Presentation Examination, the student shall be required to submit two bound copies of the final, corrected Dissertation report along with a soft copy (CD) attached to each report, one being for the Department and the other for the Dissertation Supervisor. In the case of Industry based Dissertation, the Dissertation report shall be endorsed by both the supervisors from the department as well as the parent Industry. Also, the Dissertation report shall include a certificate endorsed by the parent Industry.
- XV. The Dissertation Presentation Committee shall reject a Dissertation work if found unsatisfactory along with a recommendation by the Committee for resubmission after incorporating and modification/correction suggested by the Committee. The Re-examination for the re-submitted Dissertation shall be conducted by the same

Committee unless otherwise approved by the Dean of the School. In case of rejection of the resubmitted Dissertation, the matter shall be reported to the Academic Council for appropriate action.

- XVI. A student desirous of extension of time, up to a maximum of 2 months from the prescribed date for submission of the Dissertation report in the main semester, shall seek permission for the same from the Dissertation supervisor and Head of the Department. The DPPC committee shall consider such requests, case by case, before giving permission.
- XVII. If the DPPC committee is convinced that the progress of a student in Dissertation work is insufficient, the concerned students shall be temporarily awarded the transitional grade 'I'. Further, if the Dissertation report of the student is not submitted within the extended time period, the grade 'I' shall be automatically converted to the grade FF. Such students who fail in the assessment of Dissertation work shall be required to re-register in the following semester.

#### **14. Guidelines for Unfair Means / Malpractices During Examinations**

- (a) No student shall use unfair means or indulge in disorderly conduct at CIE or ESE examinations. In case of unfair means/malpractices observed by Invigilator / Squad / Course in-charge Faculty, the respective Answer Script shall be sealed along with the concerned material belongings in a green envelope with the undertaking signed by the student and overleaf signed by Invigilator / Squad / Course in-charge Faculty. Such sealed envelope labeled in specific format shall be submitted to Exam Cell. All submitted envelopes shall be filed and stored in lock and key for presenting it to the Disciplinary Committee for Examination.
- (b) Disciplinary Committee of Examination shall conduct a meeting and call every accused student to listen. After listening to all the arguments and deliberations, decisions of the committee shall be noted and communicated to all concerned officials who may be involved in the implementation of such decisions to act upon.
- (c) The unfair means/malpractices shall include the following:
- I. During examination time having in possession or access to
    - i. Any paper, book, note or any other unauthorized material relevant to the syllabus of the examination paper concerned, unless it is allowed for Open Book Examination.

- ii. Mobile Phones or any electronic gadget other than a calculator, even in switch off mode, which shall potentially be used for communication or copying.
  - iii. Anything written on any other instrument or any kind of furniture or any other substance which may have relevance to the syllabus of the examination paper concerned.
  - iv. Anything written or signs made on the body of the student or his / her clothes/garments, handkerchief, etc. which may have relevance to the syllabus of the concerned course.
  - v. Anything written on the question paper which may have relevance to the syllabus of the examination the concerned course.
- II. Giving or receiving assistance in answering the question papers to or from any other student/person in the examination hall or outside during the examination hours.
  - III. Talking to another student or any unauthorized person inside or outside the examination hall during the examination hours without the permission of the Invigilator.
  - IV. Swallowing or attempting to swallow or destroying or attempting to destroy a note or paper or any other material.
  - V. Impersonating any student or getting impersonated by any person for taking the examination.
- (d) A student found using unfair means/malpractices or involved in disorderly conduct or disturbing other students, at or in connection with an examination shall be referred to the Disciplinary Committee of Examination. The committee after consideration of the case shall decide punishment as one or more of the following:
- I. Cancellation of the examination of the course in respect of which he is found to have been guilty; and/or
  - II. Cancellation of the examination of the semester examination for which the student was participated and/or debaring from the examination for the future semester(s).
  - III. Any other punishment deemed suitable by the Disciplinary Committee of Examination.
- (e) The following norms for punishment shall be followed:
- I. If a student is found having in his possession of any material relevant to the syllabus of the concerned course of the examination, but has not copied from or

used it, the punishment shall be the cancellation of the examination of that course and the student shall be awarded grade FF in that course. However, if the material found in possession of the student is insignificant, nature the punishment may be relaxed to the extent that the student shall be given a chance to appear in the Re-examination. In such a case, the student will be awarded one grade less than he/she actually obtained limited to DD grade.

- II. If a student is found during examination/evaluation to have copied from or used the material caught, the punishment shall be the cancellation of the examination of that course and grade FF shall be awarded.
- III. If the behavior of a student on being caught is unsatisfactory / non-cooperative or the student uses resistance/violence against the Invigilator or any person on examination duty or consistently refuses to obey the instructions, the above punishments may be enhanced according to the gravity of the offence as deemed fit by the Disciplinary Committee for Examination.
- IV. If a student is found talking to another student or to any unauthorized person inside or outside the examination hall during the examination hours without the permission of the Invigilator, the punishment shall be the discontinuation from the examination of that course and the grade shall be awarded in that course based on the attempted contents.
- V. If a student is found reading or possessing some incriminating material relevant to the syllabus of the course in verandah, urinal etc., the punishment shall be the cancellation of the examination of that course and grade FF shall be awarded in that course.
- VI. If a student is found giving or receiving assistance in answering the question paper to or from any other student/person in the examination hall or outside during the examination hours, the punishment shall be the cancellation of the examination of that course and grade FF shall be awarded in that course.
- VII. If a student is found in damaging / tampering / scratching the answer script or any part of it during examination or while showing answer script to the student after evaluation, the punishment shall be the cancellation of the examination of that particular course and he/she shall be awarded Grade FF in that course with all the consequences to follow.
- VIII. If a student impersonates any other student in connection with the examination or during the examination, the punishment shall be the cancellation of the examination of both the students of the present semester, and both shall be

awarded grade FF in all the courses of that semester and a year down of both the students.

- IX. If a student takes allotted or additional answer script outside the examination hall / replace the allotted answer script with another answer script during examination / replace the evaluated answer script with another answer script while showing answer script to the student after evaluation, the punishment shall be the cancellation of the present semester examination and the student shall be awarded Grade FF in all the courses of that semester.
- X. If a student changes contents of the evaluated answer scripts or adds contents in the evaluated answer script/changes marks assessment inside and or outside of answer script / forges signature of the Course in-charge Faculty/Invigilator while showing answer script to the student after evaluation, the punishment shall be the cancellation of the present semester examination and the student shall be awarded Grade FF in all the courses of that semester.
- XI. For combination(s) of unfair means/malpractices from serial No. I to VII or repetition of any unfair means/malpractices from serial No. I to VII by a student more than once, the punishment shall be the cancellation of the present semester examination and the student shall be awarded Grade FF in all the courses of that semester and a year down of the student.
- XII. For combination(s) of unfair means/malpractices from serial No. VIII to X or repetition of any unfair means/malpractices from serial No. VIII to X by a student more than once, the punishment shall be the cancellation of the admission of the student from the said programme.
- XIII. If a student is found active/inactive part of any social media means used for unfair means/malpractices in the examination, the punishment shall be fine of Rs. 5,000/- for inactive students and for the active student, one step shall be downgraded in terms of the grade earned to a minimum of DD grade for maximum three high scoring courses.
- XIV. If mobile phone / programmable calculator / any other electronic gadgets of a student is confiscated during the examination, the punishment shall be fine of Rs. 2,000/- and the confiscated item shall be returned only after the last day of scheduled semester examination.

## **15. Method of Awarding Letter Grades**

- (a) The in-charge faculty of the course shall recommend the letter grades to all the registered students of the course based on the marks secured by them in both CIE and ESE together. This shall be done by following a relative grading system based on the use of statistics. The Head of the Department convene a DPPC committee meeting for preliminary scrutiny and moderation (if necessary) at the Department level and approve the grading.
- (b) The in-charge faculty of the course shall submit two copies of the result sheets for each course, giving both the marks and the grades awarded to the Head of the Department, before the due date specified in the Academic Calendar. This shall be forwarded to the Director-Board of Examinations and Evaluation soon thereafter by the Head of the Department.
- (c) All the evaluated answer scripts of CIE in a course shall be returned to the students from time to time during the semester. However, the answer scripts of ESE shall only be shown to the students during the specified period after the evaluation. The in-charge faculty of the course shall submit the detailed results sheets together with ESE answer scripts and any other relevant courses connected with ESE to the Director-Board of Examinations and Evaluation who shall hold it for a period of at least one semester. Steps shall be taken to destroy the same only after obtaining permission from the Dean of the School at the end of the prescribed period.
- (d) A student shall be given an opportunity to appeal to the Vice Chancellor about a in-charge faculty of the course for awarding lower grade in a course than the expected grade. The appeal shall be made with an application before the commencement of the next semester upon payment of prescribed fees. In such a case, the concerned DPPC Chairman shall form a committee comprising of the course in-charge Faculty, another course expert of the same course from the University and the Head of the Department and arrange a meeting of the aggrieved student with the committee. The committee shall review the previous evaluation, show the answer script and the performance to the student. If the student is satisfied, the matter shall be closed at this stage. On the other hand, if a revision of marks allotted is called for, the same shall be carried out and all the records, including the Semester Grade Report, shall be corrected soon thereafter. In the latter case, the prescribed fee paid by the student shall be returned.
- (e) Withholding of Grades: The grades of a student in a semester shall be withheld and not declared if the student fails to pay the dues to the University or has disciplinary action pending against him/her.

## 16. Re-Examination

- (a) ESE of the main semester shall be conducted for a course once in a semester. But to give an opportunity to failed, but genuine students, the re-examination (ONLY for 60 marks equivalent to ESE) shall be conducted after every semester, only for the theory courses offered in that semester.
- (b) The Re-examination shall be held as per dates notified in the Academic Calendar.
- (c) Re-Examination facility shall also be extended to students who may have missed the ESE of one or more courses in a semester for valid reasons and was already awarded the grade 'I'.
- (d) Students intending to avail this facility shall have to register for the courses by paying the prescribed fees within the stipulated time as notified in the Academic Calendar. A student can appear for the re-examination of all the failed theory courses of that semester.
- (e) The students, who have dropped the course(s) or have been detained for any reason in the course(s), shall NOT be allowed to take the Re-examination of the respective course(s).
- (f) For taking Re-examinations of a regular course, the students need not have to attend the lectures in that course once again. For final grading, scores of the CIE assessments of the respective semester shall be used.
- (g) For any Integrated Course (where theory and laboratory are combined into a single course), Re-Examination shall be conducted only for the ESE component of the theory in the respective semester. Existing CIE assessments of the Examination scheme of theory and all the components of Laboratory shall be used for final grading.
- (h) In case of a failed MOOC course, where the examination is taken by the MOOC platform, the Re-examination shall be conducted at the University. However, the similar grading yardstick of course originally conducted in MOOC platform shall be considered for the grade award.
- (i) The standard of conducting the Re-examination shall be the same as the normal ESE of the main semester.
- (j) The grade range used for the course shall be the same as that of ESE of the main semester. After conduction and evaluation of Re-Examination, the in-charge faculty of the course shall award the appropriate grade to the student for the concerned course.
- (k) Re-Examination facility ensures that the students have one more opportunity to clear a



course in the same semester. But, the grading in Re-examination shall be one grade less compared to what the student would have obtained based on main ESE relative/absolute grading pattern, subject to a minimum grade of DD. For example, if a student secures AB grade in Re-examination of a particular course, the students' final result after Re-examination will be declared in BB grade in that course. However, if a student secures DD grade in Re-examination of a particular course, the students' final result after Re-examination will be declared and retained in DD grade in that course and not downgraded to FF. For those students with an "I" grade and who take re-examination, "One Grade Less" policy will not be applicable.

- (l) After Re-examination, the in-charge faculty of the course shall communicate the marks obtained in ESE, actual grades secured and grades (one grade less) to be declared as a final result after Re-examination, of each student to the Director-Board of Examinations and Evaluation (through Head of the Department) within the notified date in the Academic Calendar.
- (m) Any outstanding Grade 'I' after the declaration of results of the Re-Examination shall be automatically converted into grade FF.
- (n) Thereafter, a student shall have to re-register in all the failed courses at any further semester when they are offered again. Should the structure of the curriculum change and in case of non-availability of the failed subject(s) for re-registration, the equivalent course(s) in the new structure will be decided by the respective BoS (DPPC).

## **17. Temporary Withdrawal**

- (a) A student shall be permitted to withdraw temporarily from the University on the grounds like prolonged illness, grave calamity in the family or any other serious happening. The withdrawal shall be permitted for periods which are integral multiples of a semester, provided that:
  - I. A student applies to the University within at least 6 weeks of the commencement of the semester or from the date the student last attended the classes, whichever is later, stating fully the reasons for such a withdrawal together with the supporting documents and signature of the guardian.
  - II. The University is satisfied that even by considering the expected period of withdrawal, the student can complete the Programme requirements of prescribed credits within the time limits specified. i.e. within 5 years from the date of first registration.

- III. The student shall have settled all the dues or demands at the University including those of Hostel, Department, Library and other units.
  - IV. Upon resuming from the academic gap, availed on account of such temporary withdrawal, the student shall submit an affidavit/notarized gap certificate to this effect.
- (b) A student availing the temporary withdrawal from the University shall be required to pay such fees and/or charges as may be fixed by the University until such time as the student's name appears on the Roll List. However, it shall be noted that the fees/charges once paid shall not be refunded.
- (c) Normally, a student shall be entitled to avail the temporary withdrawal facility only once during the studentship of the Programme at the University, not exceeding 2 semesters.

#### **18. Termination from the Programme**

- (a) A student shall be required to leave the University on the following grounds:
- I. Absence from classes for more than six weeks at a time in a semester without leave of absence being approved by the competent authorities, shall result in the student's name being struck off the University rolls.
  - II. Failure to meet the standards of discipline as prescribed by the University from time to time shall also result in the student being recommended by the Students Disciplinary Committee to leave the University.
  - III. Temporary withdrawal from the programme beyond 2 semesters.
- (b) The admission shall be cancelled after obtaining 'NO-DUES' from ALL the relevant sections of the University, as per norms.

#### **19. Eligibility for the Award of Degree**

- (a) The Academic Council shall be the Recommending Authority for the award of Executive M.Tech Degree to the students fulfilling the requirements specified under Clause (c) and the Board shall be the Approving Authority.
- (b) The Degree award shall then be granted by the University.
- (c) A student shall be eligible for the award of Executive M.Tech Degree from the University provided the student has:
- I. Completed all the prescribed credit requirements for the award of Degree with

grade DD or higher, in each of the courses, like Theory, Laboratory, Seminar and Dissertation Work acquired the prescribed credits within the prescribed number of Academic Years.

- II. Obtained a CGPA of  $\geq 5.00$  at the end of the semester in which he/she completes all the requirements for the award of Executive M.Tech Degree.
- III. Paid all the dues to the University including the Department, Library and other units.
- IV. No case or disciplinary action pending against the student.

## **20. Performance (CGPA) Improvement Scheme**

- (a) A student secured CGPA less than 6.75 after completing the prescribed credits for the award of the degree and wish to improve their CGPA shall be permitted to withdraw their grade in a given course with poor grade and permitted to reappear for the examinations for improving the grade and in turn CGPA.
- (b) Such a student shall appear for grade improvement examination within one year from the date of passing the Executive M.Tech Programme with the conditions that the student has not taken (i) Leaving Certificate from the University and ii) Degree from the University through convocation.
- (c) A student seeking permission to register for CGPA improvement shall submit a written application within the stipulated time to the Dean of the School through the Head of the Department. No student shall be admitted once the semester credit registration process of that semester ends.
- (d) A student shall choose a maximum three theory courses from a particular semester (either odd or even) offered for the first year for which the student has secured DD or CD grade. The student shall be required to register for these courses in a particular semester in which those courses are offered by paying the appropriate fees as laid down by the University from time to time.
- (e) At the time of registration, the student shall be required to surrender all the original Semester Grade Reports given to him/her by the University He/she shall give an affidavit on Rs. 100 judicial stamp that he/she shall not do any use of surrendered Semester Grade Reports till he/she gets official results of the courses for which he/she wishes to appear for grade improvement. No change of courses or drop of courses shall be permitted after the course registration.
- (f) A student who wishes to appear for grade improvement shall be exempted from

attending the regular classes since the student has already undergone the course instructions. But he/she shall have to appear for all the CIE assessments/ESE conducted for the registered courses. No Re-examination shall be permitted, in case the student misses any of the tests or examinations. Absentee for End-semester examination shall automatically lead to the award of grade FF in that course.

- (g) The grading process as used for the regular students appearing for that course shall be applicable and no concession of any sort shall be granted on account of absentee for any of the examinations.
- (h) If the student fails to secure higher grades resulting in reduction in overall CGPA then the original result of the student before registering for grade improvement shall be retained.
- (i) A student who succeeds in improving CGPA shall be issued a fresh Semester Grade Report by the University. These Semester Grade Reports shall have star against the courses for which the student has appeared for grade improvement and will state "*Grade Improvement*". The date on the new Semester Grade Reports shall be that as issued for other students appearing in those courses. Name of the student shall be communicated to University and the student shall be required to apply for a degree certificate from the University thereafter.

## **21. Conversion Table for Grades to Percentage of Marks**

- (a) The University shall permit to use a formula for the conversion of CGPA to the percentage of marks as

$$\text{Percentage of Marks} = ((\text{CGPA} - 0.5) \times 10)$$

- (b) However, the conversion formula shall be printed on the backside of the Semester Grade Report.
- (c) The University shall not declare the CLASS based on acquired CGPA. The recruiter or the agencies requesting declaration on such conversion may refer to the AICTE or appropriate guidelines in this regard.

## **22. Financial Support**

- (a) Students admitted to the Executive M.Tech Programme shall not be eligible to receive any scholarship from the University.

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